

(REFUND OF TUITION AND FEES POLICY)

Introduction

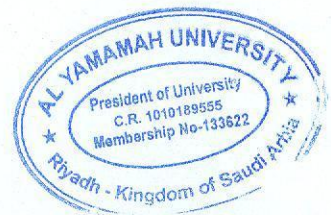
For a variety of reasons, students choose to drop classes, and sometimes withdraw from school after the start of the semester/term. In order to clarify the amount of refund that a student is entitled to at any given time, the following policy has been adopted by Al Yamamah University. (In what follows, the determination of all specified time frames—e.g. the end of the first or second week of classes, etc.—shall be in accordance with the official academic calendar in force.)

Policy Content:

A -Students who enroll in courses, but who officially withdraw from them before the first day of the given classes are entitled to a 100% refund of the tuition, but not the application, transcript evaluation or other fees.

B - Students (1) who enroll in undergraduate academic courses, but (2) withdraw officially from the University or withdraw officially from individual courses AFTER the university starts offering the classes but, (3) BEFORE 5 PM on the last day of the first week of classes will be entitled to a 75% refund. Students who withdraw officially after 5 PM on the last day of the first week of classes, but before 5 PM on the last day of the second week of classes are entitled to a 50% refund. Students who withdraw officially or unofficially after 5 PM on the last day of the second week of classes are not entitled to any refund. For students who pay cash, the University will reimburse the student by check for the appropriate amount once the paperwork has cleared the Finance Office. For students who are on a scholarship, the University will credit their balance account at the University for future use, or their sponsor. No cash refunds will be paid out for scholarship students who withdraw from the university or individual courses.

C - Students who enroll in condensed courses of one month or less may receive a 100% refund if they withdraw before the first class starts, but there is no refund if the withdrawal is after the class starts.



D -Students (1) who enroll in SILC orientation courses or Summer Term courses, or courses that last more than one month but less than a semester, and (2) who withdraw officially from the University or withdraw officially from individual courses AFTER the University starts offering these classes, but (3) BEFORE 5 PM on the last day of the first week of classes will be entitled to a 50% refund. Students who withdraw officially after 5 PM on the last day of the first week of classes are not entitled to any refund, because these are courses of only 8-weeks+ or less in duration. Students who withdraw officially from the University or withdraw officially from the individual courses BEFORE the University starts offering these classes are entitled to a refund of the tuition, but NOT the SILC registration or SILC test fees.

E - For all other outreach SILC offerings (TOEFL, SILC Diploma/Certificate, Evening Business Classes, High School Summer School), SILC adopts a NO REFUND policy once classes have started, except what has been stated in (D) above.

Exceptions

The University Council reserves the right to decide on any situation/circumstances outside the conditions stated in this policy.

Authorization

This policy was authorized by:



University President

Date: 16/10/2011

